

Connexis Assessment Results Reporting Workbook Frequently Asked Questions

Why do I need to include the Training Plan ID?

We ask you to include the training plan ID, as part of the import process uses this number to check that the unit you submit is on the training plan for the trainee. The training plan should be supplied to you by the CSAM. If these units are not part of the training plan the system will flag them as casual credits and you will be charged. If you do not see a unit on the training plan, then please contact your CSAM.

Where can I find the Training Plan ID?

The Training Plan ID can be found on the coversheet provided to you by your local Customer Service Account Manager (CSAM). If you cannot locate the coversheet please either contact your CSAM, email askus@connexis.org.nz or call 0800 486 626.

Why does my new scope have a different number of Unit Standards?

Scopes are now being allocated out by qualification to give assessors the ability to assess full qualifications rather than just parts of qualifications.

I'm not confident about assessing a unit standard that's new to my scope, what do I do?

You are not required to assess unit standards you do not wish to. If you would like to learn to assess these standards, please be in contact with your mentor to develop the required skills.

I want to assess more unit standard than what is on my scope, how do I get an extension of scope?

As we are allocating scopes by qualification rather than unit standards there may be individual unit standards that are no longer registered on your scope. If you believe that you have the experience to assess the full qualification, please fill in the Assessor Application Form that is located on the Connexis Website and highlight the qualifications that you wish to be added to your scope. Once completed please either email through to quality@connexis.org.nz or post to Quality Assurance, Connexis, PO Box 2759, Wellington 6011.

How long will it take for my results to be submitted to NZQA?

Once the results are successfully imported into our Training Management System (TMS) we will then send this to NZQA and should appear on the trainees Record of Achievement (ROA) within a day or two. We have been advised that results from the time you have submitted them to results@connexis.org.nz to appearing on a trainees ROA will be within 10 working days. As this process is still being developed this may change in the future.

I have inputted results, now what?

Please save a copy of the workbook on your computer for your own records and attach the workbook in an email to results@connexis.org.nz.

How do I enter a RCC result?



The new database allows trainees to be registered as RCC candidates reducing the need for assessors to register the result as RCC. If you are unsure of whether the trainee is registered as RCC please check with your CSAM.

Do I need to enter the date of birth of a trainee?

The date of birth field is optional if you have the NSN number of the trainee.

I'm entering results for a casual credit and the trainee doesn't know their NSN number, what do I do?

To ensure the result gets registered with NZQA, fill in the date of birth field and attach a copy of the trainee's identification (e.g. passport, drivers licence) to the email when you send in the workbook to results@connexis.org.nz.

Can I copy and paste information for the same trainee in the sheet?

Short answer is no. When the workbook is imported to the database it has to be a certain structure, and to make it easier to use we have some hidden columns which transforms some information such as dates into the format we need for importing. If you try copy and then paste information into the sheet, you may find it doesn't work or it is unable to be accepted due to the corruption of the hidden columns. **BUT** a shortcut to copying and pasting information that **CAN** be used, is by holding down the Ctrl and D button on the keyboard in the cell below the information you would like to copy, to transfer the information to the cell below.

Can I use the same workbook to submit results for multiple trainees?

Yes, but please do not leave any extra rows between trainees as this can cause the import into the database to fail.

What if I accidentally send in results I have already submitted?

When submitting results, please do your best to not include results which you have already submitted **unless** we have asked you to resubmit these. Our system is designed to not bring in results for trainees which they already have on their ROA so there is no risk of duplicates, but it does mean more errors which we need to look into and double check. If you are unsure whether you have sent in a result then its fine to include it, but please don't add results to the bottom of a sheet you have previously sent in.

